

**Ryan White Planning Body: Executive Workgroup**  
Serving Anson, Cabarrus, Gaston, Mecklenburg, Union, and York Counties

**Meeting Minutes**

Wednesday, October 3, 2018; 11:00am-12:00pm

Conference call: Dial 866-906-7447

Enter code 5705375

**Meeting goals:**

1. Draft directives to Recipient
2. Plan for October 17<sup>th</sup> Planning Body meeting

**Attendance:** Christopher Jones, Chelsea Gulden, Bernard Davis, Shannon Frady, Kayla Earley

**Minutes**

***Directives***

The group agreed to discuss Directives first, as Gulden and Davis had to leave the call early. Earley discussed feedback given by Jennifer Pepper, TA Consultant, regarding the original draft directives provided in the meeting materials. Earley explained that the first three directives are good examples, but the following directives were too specific and may belong in Service Standards rather than directives.

Gulden expressed a need for more details on what goes into Directives, their formatting, and other HRSA guidance. Gulden also expressed that the Planning Body does not have sufficient data to provide directives. Gulden suggested rescheduling Directives for a later date when we have sufficient needs assessment data. Frady agreed and stated that we need to have some Directives this year so that the Planning Body is prepared for Directives in coming years and so that Ryan White staff expect to receive directives. Gulden suggested drafting a few directives related to obvious needs, such as a need for services in Anson County; the Planning Body can revisit additional directives when we have more extensive needs assessment data.

Shannon suggested, and the group agreed, to use the October 17 meeting to train/prepare the Planning Body for directives (Directives 101); this extra training time will prepare members to draft directives at a later meeting. Gulden suggested requesting TA from Jennifer Pepper, possibly as a video call into the meeting so that Pepper can provide additional guidance. Frady expressed the need for the training to have a “So what? Now what?” approach, outlining what directives are and action steps for completing them. Earley to follow up with Pepper to request:

1. Additional TA and guidance related to directives
2. Examples of directives from other TGAs (content and formatting)

***Service Standards***

Earley shared that Pepper advised the Planning Body to revise Service Standards and informed the group that we expect to be written up in the HRSA site visit report related to services not covered in the current Service Standards.

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Frady advocated for training around Service Standards, like the training discussed above for directives. The group will plan to provide this training at the October 17<sup>th</sup> meeting. Gulden reminded the group that we cannot rush Service Standards. Frady suggested adding an *ad hoc* committee to study and draft Service Standards during a one-day retreat, primarily those services missing from the current document. The Planning Body will plan to add onto the existing Service Standards revised in April 2018. Frady recognized this activity as an opportunity to collaborate with other agencies and task forces.

### ***Consumer Advisory Board***

Earley informed the group that as a result of the HRSA site visit, aligned consumers cannot participate in CAB. This guidance will cut the CAB membership by about half, and many of the remaining consumers are already voting members of the Planning Body. Davis and Jones expressed the feeling that CAB is redundant to the efforts of the Planning Body. Jones and Frady agreed that we should still provide space outside of PB meetings for consumers to receive education / capacity building. Earley agreed to meet with the CAB on October 17 to discuss training needs and the future of CAB; Earley will identify one or two CAB members to report back to the Planning Body. If the CAB still wishes to become a subcommittee of the Planning Body, one or two spokespeople from the CAB will prepare and present their case to the PB at a later meeting.

### ***Needs Assessment Workgroup Updates***

Frady reported that the Needs Assessment Workgroup had a great meeting on September 19<sup>th</sup>. The meeting was interactive, and participants were engaged. The group is interested in looking at specific groups, such as people in other counties and newly diagnosed. Frady reported that the group requires additional training before diving into their work. Frady plans to implement the following training activities:

1. Provide a mini review at the beginning of each meeting
2. Introduce topics for the next meeting at the end of each meeting to prepare participants

### ***Membership Workgroup Updates***

Davis had no updates for this workgroup.

Meeting adjourned.